



# Villa St. Joseph

## 2010 Employee Benefits Program Summary

### **PPO Blue Health Insurance:**

Eligibility for health insurance becomes effective 1<sup>st</sup> of month after successful completion of 90-day orientation period for new employees or on the 1<sup>st</sup> of next month if a current employee changes status to full or part time or experiences a “qualifying event”. Only Full & Part Time employees, age 18 or older are eligible to participate. The Villa makes a monthly contribution towards all Full Time employees insurance. Co-pays, deductibles & Out-of-pocket maximums apply and vary based on plan elected. In and out-of-network options are available for all plans. New employees can enroll in the PPO Blue Standard and Low Option Plans only until Open Enrollment when they may opt to purchase the higher level insurance plan. Current employees can choose from all three plans if they complete the Wellness Initiative! Payroll deductions are on a pre-tax basis.

### **Optional Insurance: “Fashion Focus” Optical and United Concordia “Choice” Dental.**

All Full & Part Time employees can select one or both plans, even if health insurance is not selected. Coverage is effective 1<sup>st</sup> of month after 90-day orientation is successfully completed. FT & PT employees pay same monthly premium. Must be a minimum 18 yrs of age or older to enroll. Payroll deductions are on a pretax basis

**Wellness Initiative**— This program is geared for ALL employees to take an active role in their own health and well-being by completing several requirements: Highmark’s “Lifestyle Returns” Program which includes completion of an annual physical plus age & gender specific testing (i.e. mammogram, prostate screening, etc.) Health Risk Assessment, attending 3 wellness programs, one physical fitness program and one preventative exam if needed. Employees who successfully complete the Villa’s Wellness Initiative will earn incentives, year-end bonus reward and the option to enroll in the PPO Blue “High” Plan for the following year. More importantly employees become healthier! Management reserves the right to change program requirements and incentives with or without advance notice.

**Life Insurance**--\$20,000 of Life/Accidental Death & Dismemberment Insurance is provided FREE to Full Time employees with MetLife Insurance Company. Coverage becomes effective 1<sup>st</sup> of month following hire date or change to full time status.

**Paid Time Off (PTO)**-- Full and Part Time employees accrue paid time off for every regular hour worked up to 40 hours/week. Full time earns 16 days of PTO yearly. PTO affords you the opportunity and flexibility to use your paid time off how you choose for Vacation, Illness or Personal Time off with pay. You can begin using earned PTO after completing 90 days of employment. Cash in up to 40 hours a year—2 cash in periods are July and December!

**7 Paid Holidays** -- All major holidays (except Easter/Good Friday) are observed. All hourly employees receive compensation at 1 ½ X their regular salary for working the calendar day of the holiday. Additionally, full time employees receive “holiday pay” at straight time. Full time salaried & Monday- Friday employees will receive the day off with regular pay. Any FT hourly employee who is scheduled off or who uses PTO receives compensation at regular pay X 8 hours. Holidays observed are: New Year Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

**Pension Plan**--2% monthly contribution by VSJ based on employee’s monthly gross income. This money is placed in a investment fund of your choice. Every employee becomes eligible after 1 year of employment, worked 1,000 hours and are 21 years old. Partial vesting occurs after 2 years of employment and incrementally increases each year thereafter. To remain vested, employees must work a minimum of 700 hours each year thereafter. After 5 years of employment, the pension is 100% vested. The employee is not permitted to make contributions.

**403(b)**-- All employees immediately qualify, and may elect to contribute at any time during the course of employment. A pretax payroll deduction in the dollar amount or % of your choice. Save up to the maximum amount permitted by federal law. Enroll or cancel your participation at any time and/or increase or decrease deduction from your paychecks to best fit your needs. Villa St. Joseph does not make contributions.

**AFLAC-Supplemental Insurance** (Disability, Accident, Cancer, etc.)--Purchase your own supplemental insurance package, through payroll deduction, either pre-tax or post-tax basis. Plans and rates are individualized to meet your needs. This insurance is portable in the case you leave employment with VSJ. Remember “the duck”! You can only enroll upon hire or during Open Enrollment each year.

**Employee Assistance Program**--Gateway Rehabilitation Center’s EAP “Back on Track” offers confidential counseling and resource services for any problem you seek help for (i.e. financial , legal, marital issues, lose weight, quit smoking, etc.) Various office locations available near where you live! Free counseling, legal and financial services have been purchased for every employee, their spouses and dependents .

**Direct Deposit**--Voluntary deposit to the Bank or Credit Union of your choice. Deposit options available. If enrolled, you’ll receive a pay stub every payday informing you of total amount of earnings, all deductions and inclusions (taxes, health insurance, overtime, accrued PTO, etc.)

**Credit Union**--New Alliance Federal Credit Union has several convenient locations: Center Twp. (across from BV Mall), Ambridge, and West Aliquippa. Take advantage of Savings, Checking & Christmas Club Accounts, MAC & VISA cards, special loan programs, and much more!

**“Citizen’s Bank@ Work” and “Huntington @ Work” Programs** -special checking & savings accounts with various benefits for signing up for direct deposit for your paychecks!

**Beaver County YMCA Membership Discounts** – just for being a VSJ employee!! Stop by the YMCA in New Brighton for specific details. Receive a discount on your monthly membership fee!

**Verizon Cell Phone Discounts** –Receive 22% employee discount on your Nationwide single-line and family share plan cell phone calling plans just for being a VSJ employee! Restrictions apply. Work directly with our Verizon Wireless specialist to take advantage of this program.

**Tuition Reduction Program** through Carlow College, Mountain State University & Seton Hill College. Return to college and earn or complete your Bachelor and/or Master’s Degree as a returning continuing education student. Reduced tuition percentages vary.

**SAM’s Club & COSTCO**—On site membership drives! Receive membership discounts and/or special incentives to join or renew. They come to us—convenience + savings!!

**FREE CPR/AED Certification Classes**—Become certified in Cardio Pulmonary Resuscitation by our on site, in-house certified instructors.

**LEAP Training for CNA’s:** Training for qualified CNA’s to advance careers through “LEAP”. A “career ladder” opportunity for CNA’s who qualify to obtain Leadership Training and become Level II & Level III CNA’s. Qualification requirements apply!

**FREE Certified Nurse Aide Classes**—classes on site by our own certified instructors ! Our goal is to hire all who successfully complete the training program!

**Perfect Attendance Bonus**—Earn a perfect attendance bonus, offered two times every year. Amounts based on employment status. To qualify, you cannot call off, be late or leave early !

**Yearly wage adjustments**—Full and Part time employees can earn annual wage adjustments at their annual performance evaluation—earn 0%, 1%, 1.5%, 2% or 3% based on performance, attendance, safe working habits, upholding “Standards of Behavior”, etc. PRN employees do not qualify. VSJ management reserves the right to adjust and/or /discontinue this program at any time, with our without notice.

**Please contact Melissa Angelo, Human Resources Director or consult your employee handbook for more information. E-Mail: [mangelo@villastjoseph.org](mailto:mangelo@villastjoseph.org), Phone: 724-869-6308, Fax: 724-869-6386**



# Villa St. Joseph

## Employment and Benefits Program

We seek to recruit and retain highly qualified individuals to become part of our ministry and mission of providing “competent and compassionate care” to the residents who call Villa St. Joseph their home.

Job Opportunities at Villa St. Joseph includes Full Time, Part Time and PRN in our Nursing Department for Registered Nurses, Licensed Practical Nurses and Certified Nurse Aides. Opportunities may also exist in our Housekeeping, Food & Nutrition Services, Activities and Therapy Departments. Inquire today! Competitive Wages and Comprehensive Benefit package offered.

### Our Benefit Program:

- ✓ Health, Optical and Dental Insurance!
- ✓ Free Life insurance for Full time
- ✓ Paid Time Off for full and part time—flexibility to use as desired (sick, vacation, personal, etc)
- ✓ Yearly wage adjustments based on performance, attendance, safety record, professional behavior, etc. (subject to change or to be discontinued at management’s discretion)
- ✓ Attendance Bonuses
- ✓ Retirement Program → pension and 403b plans
- ✓ 7 Holidays
- ✓ Employee Assistance Program—free confidential counseling, work-life legal, financial & tax services
- ✓ AFLAC Supplemental Insurance—disability, sickness, accident, cancer, long term care, etc.
- ✓ Membership Discount at Beaver County YMCA
- ✓ 22% Employee Discount with Verizon Wireless
- ✓ Direct Deposit
- ✓ Shift differentials for working our 2:30pm-11pm and 10:30pm-7am shift & weekends any shift
- ✓ Wellness Initiative which includes gift cards, year end bonus, high level insurance program, etc
- ✓ FREE CNA Classes, CPR Certification and much more!!!

### Pre-Employment Requirements include:

Drug & Alcohol Testing  
PA Criminal Clearance  
FBI Fingerprint for out-of- state residency and those with less than 2 year PA residency  
PA License & Certification verification  
Physical Exam  
2 Step Mantoux Tuberculosis (PPD) Testing and/or chest x-ray  
OIG Check—Office of Inspector General check (Medicare/Medicaid Fraud)  
Employment Verification and Personal References

### Please complete an application or forward a resume to:

Villa St. Joseph, Melissa Angelo, Human Resources Director, 1030 State Street, Baden, PA 15005.  
Phone: 724-869-6308, Fax: 724-869-6386, E-Mail: [mangelo@villastjoseph.org](mailto:mangelo@villastjoseph.org). **EOE**